

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: October 10, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: WATER AND SEWER PAYMENTS

The RI-SAIL System combines several payments to the same payee. Payments to cities and towns for water and sewer services are combined with other type payments. This situation has caused some problems for the municipalities in applying payments to the correct state department/agency account.

In order to reduce the problems various cities and towns are having applying water and sewer payments to the proper state department/agency account, effective immediately, all water and sewer Payments to Cities and Towns must be processed as checks.

When making payments, select the handling code "V" (Vendor Backup) and submit **two (2)** copies of the payment document to the Preaudit section of the Controller's Office as follows:

Copy 1 -- Voucher signed by an authorized agent with the water/sewer Invoice attached.

Copy 2 -- Voucher with the water/sewer stub attached.

For all water bill payable to the City of Providence (Vendor # 002689), Remit Group Code 05 must be selected.

Please note that with the exception of water and sewer payments, all other payments to Cities and Towns must be processed as EFT/Wire transfers., or the vouchers will be returned to the department for correction. Any exceptions must be approved by this office.

Please contact Maureen Fletcher at 222-5067 or maureenf@gw.doa.state.ri.us with any questions.

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CFO:03-25